

TRANSACTIONS OF THE PHILOLOGICAL SOCIETY

STYLE SHEET

Members and non-members of the Society are invited to submit papers for publication in *Transactions*, irrespective of whether or not they have been read to meetings of the Society. The Society's Honorary Secretaries for publications, and editors of *Transactions*, are:

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Papers can be sent to either of the editors, but preferably to Dr Keith Brown.

Papers should be written so as to be accessible to a philological readership in general, and not addressed solely to specialists. The style of writing should be non-elliptical. Abbreviations should be avoided as much as possible. Abbreviations for rule names, languages, etc., should also be kept to a minimum. In the interests of clarity, contributors should try to relegate detailed evidence and technical argument to an appendix. Notes should be few and brief and will be printed as footnotes, not as endnotes.

STYLE

Please follow the guidelines below in the preparation of your typescript for publication.

Papers submitted for publication should contain the following items in the order stated:

- Title of paper
- Name of author(s) (at least one given name + surname)
- Author's institutional affiliation (if any)
- Abstract of about 100 words
- Text of paper
- Author's address, and email address, for correspondence
- Appendices (if any)
- Notes
- List of textual sources (if appropriate)
- References

Initially, three copies of the typescript should be submitted; these may be single spaced. Once a final version of the paper has been agreed, one hard copy of the typescript should be submitted. It must be double spaced, unjustified, printed on A4 paper, with margins of 35mm or more on all four sides. It must be accompanied by an exact electronic version of the paper

on a PC or a Mac diskette. An email attachment is not acceptable. Please do not send the disk until you are asked, as changes may be required, and the electronic version will then be out of date. The file(s) must be saved in the author's usual word-processor format. If, for any reason, an electronic copy cannot be supplied, please contact one of the editors.

FORMATTING

The title of the paper, the name(s) of the author(s) and his/her/their affiliation should be centred. The title of the paper should be in capitals. It should be followed, after a blank line, by the name(s) of the author(s), preceded by the word 'By'. The name(s) of the author(s) should be in small capitals, with capital initial letters. On the next line should appear the author's affiliation, in italics. This should be followed, after another blank line, by the word 'Abstract', in small capitals, with a capital initial letter:

THE TITLE OF THE ARTICLE

By THE AUTHOR
University of Affiliation

ABSTRACT

After another blank line, there then follows the abstract, approximately 100 words long.

All numbered section headings should be preceded by two blank lines and followed by one blank line. Level one numbered section headings (1., 2., etc.) should be in small capitals, with full capitalisation following standard conventions. Level two headings (1.1., 1.2., etc.) should be in italics, again with capitalisation following standard conventions. Section numbers should be separated from the section headings themselves by a space rather than a tab:

1. LEVEL ONE HEADING

1.1. Level two heading

Paragraphs should not be preceded by extra blank lines. Except for the opening line of a numbered section, the first line of every paragraph should be indented.

Please do not use a running header.

Notes should be few and brief. They should be submitted as endnotes, beginning on a separate sheet. They will, however, be printed as footnotes. If relevant, Note 1 should contain reference to a paper read to the Society or at any other meeting, as well as acknowledgements, etc.

Tables, charts, etc., (though not simple rules, examples or formulae) should each appear on a separate sheet, labelled *Figure 2*, *Table 4*, etc., as appropriate. In the text, mark the place where they should appear ('Table 1 about here', etc.). References in the text should be made

by citing this label. Tables will be printed left aligned. Please see a recent copy of TPhS to see the house style and how tables will appear in print.

Tree diagrams and other simple diagrams should be numbered as other examples. They too should each appear on a separate sheet. The numbering in the text will indicate where they are to appear. References in the text should be as for other examples (see below).

Phonetic or phonological transcriptions should make use of the symbols and conventions of the International Phonetic Alphabet. Contributors wishing to use symbols other than those of the IPA should consult the editors.

EXAMPLES

In the text, numbered examples should start on a new line, after a blank line, flush with the left margin. They should be in Arabic numerals and in the following style:

- (4) a. the farmer killed the duckling. (NOT: (4) (a)/(4)a./etc.)
b. the duckling was killed by the farmer.

In footnotes, examples should be numbered with small Roman numerals in the following style:

- (i) the farmer didn't kill the duckling.

Languages normally written in non-Roman script (including Greek) should be cited in transliterated form. Examples from languages other than English should be set out in the following manner: the first line, in the original language; the second line, immediately below, a word-for-word, or, where appropriate, morpheme-for-morpheme, gloss (morpheme-for-morpheme glosses should be aligned with tabs, so that the gloss lines up with what it glosses); the last line, the idiomatic English translation. Examples, glosses and translations should normally all begin with lower case. Glosses should be in italics. The English translation should be enclosed by single quotation marks. Where appropriate, references for cited examples should follow the idiomatic translation.

- (25) swa se secg wate secgende wæs lara spella:
thus the warrior brave teller/telling was of-evil news
'thus the brave warrior was telling/a teller of evil news' (*Beowulf*, 3028)

- (50) nun 'o fà male
not him.ACC do.INF pain
'don't hurt him'

TYPOGRAPHICAL CONVENTIONS

SMALL CAPITALS

- i. Level one headings.
- ii. Technical terms when first introduced.
- iii. The names of grammatical categories in the glosses of numbered examples (as above).

To mark SMALL CAPITALS in the manuscript, please use SMALL CAPITALS if sufficiently distinctive. Otherwise, use lower case Roman letters with double underlining. Please do not use capitals, even if double underlined.

Italics

- i. Level three headings.
- ii. Language examples within the running text.
- iii. Foreign words.
- iv. Titles of books, journals and dissertations.
- v. Address of author and e-mail address.
- vi. Author's affiliation.
- vii. Word-for-word/ morpheme-for-morpheme glosses in numbered examples (except for the names of grammatical categories, which should be non italic small caps). See examples above.

Please do not use italics for abbreviations, even for abbreviations in languages other than English. Please do not use italics for et. al., cf., in situ, etc.

To mark *italics* in the manuscript, please use *italics* if sufficiently distinctive; otherwise, use Roman type with single underlining.

Underlining

The printer will normally treat underlined items as italic unless there is an explicit instruction to the contrary, so if something should be underlined in the printed version please both underline it in the manuscript and annotate the manuscript 'underline'. If something should be both underlined and in italics, please make this clear.

Bold

- i. Emphasis in numbered examples.
- ii. If necessary, for emphasis in the text or footnotes (though please be sparing).

To mark **bold** in the manuscript, please use **bold** if sufficiently distinctive; otherwise, use Roman type with single wavy underlining.

‘Single quotation marks’

- i. The first mention of terms used with an unfamiliar technical sense.
- ii. ‘Meanings’ of foreign language examples in the text.
- iii. Short quotations included in the running text. Quotations should be referenced.
- iv. Direct speech.
- v. Idiomatic translations given in the third line of numbered examples.

Longer quotations should be in a separate paragraph (or paragraphs), starting on a new line, indented at the left margin throughout and without any quotation marks. Do not add an additional tab to the first line.

NB: Please ensure that your word processor has its ‘smart quote’ function turned on. If relevant, please make sure that the prime mark (’), used for example in tree diagrams, semantic notation and to indicate stress in phonetic/phonological notation, is clearly distinguished from single quotation marks.

“Double quotation marks”

- i. Quotations within quotations.
- ii. Terms whose validity is questioned.

NB: Please ensure that your word processor has its “smart quote” function turned on. If relevant, please make sure that the double prime mark (“), used for example in tree diagrams and to indicate strong stress in phonetic/phonological notation, is clearly distinguished from double quotation marks.

Strike out

To mark ~~strike out~~ in the manuscript, please either use ~~strike out~~, or roman type with strike through, and please annotate it as ‘strike out’ (otherwise it may be misunderstood as something to be deleted.)

Bullet points can be used in unnumbered lists.

AUTHOR’S ADDRESSES

The body of the text should be followed by the author’s postal and email addresses. Punctuation should not be used at the end of each line. This information should be flush with the left margin, and italicised. In the case of multiply-authored papers, each address should be preceded by the relevant author’s name:

The Author
Department of Linguistics
University of Wherever
Wherever AB12 3DE

United Kingdom
email: A.N.Other@wherever.ac.uk

REFERENCES

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REFERENCES

Reference in the text should be in one of the following forms: '... applies also to nouns (see Matthews 1981: 231 - 233) ...'; '... Rigter & Beukema (1985: 116) distinguish between ...'. Please use ampersand ('&') rather than 'and' when giving the names of the authors/editors of multiply-authored/edited works. Avoid the use of *ibid.* and *op. cit.* The name of a single author or editor should be given in full at each mention, rather than abbreviated. The names of the authors/editors of multiply-authored/edited works can be abbreviated if these works are referred to frequently, as in '... Chomsky & Halle (1968) (henceforth, C&H) ...'.

Mention one given name for each author, if you have the information; this aids readers following up your references in bibliographies, library catalogues, etc.

In the case of joint authors/editors the & sign should be used, not the word *and*.

Give place of publication and publisher for books.

Titles of journals should be given in full, or abbreviated as in *Bibliographie Linguistique*.

For case, punctuation, etc., please follow the examples below. Please note that initials in people's names should be typed with a full stop and space following each initial, i.e as F. G. Bloggs and not as F G Bloggs or F.G. Bloggs.

BRUGMANN, KARL, 1906. *Grundriss der vergleichenden Grammatik der indogermanischen Sprachen*, 2nd edn., vol. 2, part 1, Strassburg: Trübner.

JACKSON, KENNETH H., 1953. *Language and History in Early Britain*, Edinburgh: University Press.

LEWIS, HENRY & PEDERSEN, HOLGER, 1961. *A Concise Comparative Celtic Grammar*, 2nd ed., Göttingen: Vandenhoeck & Ruprecht

LYONS, JOHN, 1963. *Structural Semantics*. Publications of the Philological Society, 20. Oxford: Blackwell

PALMER, F. R. (ed.), 1968. *Selected papers of J. R. Firth 1952--59*. London: Longman.

BOLINGER, DWIGHT, 1965. 'The atomization of meaning', *Language* 41, 555--573.

LABOV, WILLIAM, 1987. 'The overestimation of functionalism', in René Dirven and Vilém Fried (eds.), *Functionalism in Linguistics*, Amsterdam: Benjamins, 311--332.

SURNAME, A. B., date. *Doctoral Dissertation Title as Book Title*. Ph.D. dissertation,
University of X.

SURNAME, A. B., date. 'Manuscript title'. Ms., University of X.

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